

## ACCESS TO STUDENT RECORDS

The CITC operates under Commonwealth, State/Territory legislation and regulatory requirements as recognition of its legal obligations as an educational institution to provide a high level of Vocational Education Training in a fair, efficient and effective manner. See CITC 10.12 for details.

- It is the policy of the Construction Industry Training Centre under The Standards for Registered Training Organisations (RTOs) 2015 that all students can gain access to their personal records on request.
- All electronic data is backed up and paper data is filed in secure storage.
- All student results are retained and archived for retrieval for a period of 30 years to enable CITC to re-issue a Qualification or Statement of Attainment if required.
- All other records are retained and archived consistent with contractual and legal requirements and in accordance with the requirements of the state or territory registering body.

If you wish to access your records you must contact the CEO or Operations Manager in writing (by letter or email) so that arrangements can be made for retrieval.

### **Via letter:**

Att: CEO or Operations Manager  
CITC  
PO BOX 2571  
REGENCY PARK SA 5942

### **Via email:**

Email Att: CEO or Operations Manager in the subject heading to [info@citc.com.au](mailto:info@citc.com.au)